



## Trainer - Field Support

### Details

**Job ID :** 274

**Title :** Trainer - Field Support

**Job Code :** 821

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

### Job Departments

- Court Services - Records and Statistics

### Purpose

RESPONSIBLE FOR TRAINING EMPLOYEES ON PROCEDURES, CERTIFICATION, TESTING AND RELATED PRACTICES.

### Required Qualifications

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 1 Year of Related Experience

### Job Required Knowledge

- 1 YEAR RELATED EXPERIENCE MUST BE WITH PRETRIAL SERVICES OR CLOSELY RELATED FIELD

### Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- SOME TRAVEL

### Job Preferred Knowledge

- SUPERVISORY EXPERIENCE

### Job Duties

- TRAIN NEW AND EXISTING EMPLOYEES TO PREPARE FOR CERTIFICATION, TESTING, PROGRAMS AND OTHER PRACTICES
- PLAN AND COORDINATE TRAINING FOR PRETRIAL SERVICES, INCLUDING OVERSIGHT OF PROGRAM FACILITIES, TRAVEL LODGING, FOOD AND BEVERAGE SERVICES, EQUIPMENT, CONSULTANTS AND FACULTY
- ASSIST WITH EDUCATIONAL CURRICULA, PROGRAMS, POLICIES, AND PUBLICATIONS
- MAINTENANCE AND TRAINING OF RELATED DIRECTORIES
- OTHER DUTIES AS ASSIGNED